COMPUTER PROCTOR

PURPOSE AND NATURE OF WORK

Position is responsible for assisting the Career Information Specialist in day-to-day operation of a resource center which helps individuals find employment and provides community employers with training and applicant referrals. Work involves extensive public contact, and a great deal of work is performed using computer software, the Internet and the World Wide Web. This position reports to the Career Information Specialist and is not supervisory.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties).

Assists in conducting workshops to help individuals develop job skills and seminars for community employers. Explains available services and qualifying procedures to new applicants. Introduces customers to the Career Information Resource Center and conducts tours. Trains individuals on World Wide Web and Internet usage, as well as use of computer hardware and software, videos and reference books. Counsels customers on possible career and training possibilities, and assists with resume and interview preparation. Uses assessment instruments to determine suitability for training. Assists in maintaining computer equipment and software. Maintains inventory of computer equipment, videos, support equipment and books, and researches and evaluates available materials for future purchase.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of WIA rules and regulations.
Knowledge of applicable computer hardware and software.
Knowledge of resources available to individuals seeking employment.
Ability to locate and access various employment opportunities.
Ability to communicate effectively, to groups and individuals, both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Post secondary vocational training or associate degree preferred with major course work in computer science, and experience with computers and computer applications, or any equivalent combination of training and experience.